

U.S. DEPARTMENT OF COMMERCE

CHARTER OF THE
ENVIRONMENTAL TECHNOLOGIES TRADE ADVISORY COMMITTEE

ESTABLISHMENT

The Secretary of Commerce renews the Committee established under the Federal Advisory Committee Act, 5 U.S.C. App. 2, and pursuant to Section 402 of the Jobs Through Trade Expansion Act of 1994, 15 U.S.C. § 4728(c), Pub. L. No. 103-392.

OBJECTIVES AND DUTIES

The Committee shall provide advice and guidance to the Environmental Trade Working Group (ETWG) of the Trade Promotion Coordinating Committee (TPCC), through the Chair of the Working Group, on the development and administration of programs to expand United States exports of environmental technologies, goods, and services and products that comply with United States environmental, safety, and related requirements. In connection with such functions, the Committee shall advise on:

- all matters concerning trade policy development and negotiations relating to U.S. environmental technologies exports;
- the effect of U.S. Government policies, regulations and programs, and policies and practices of foreign governments on the export of U.S. environmental equipment, products, technologies, and services;
- the competitiveness of the U.S. industry and its ability to respond to international opportunities in environmental products and services markets, including specific problems in exporting, and provide specific recommendations regarding government and public/private actions for assisting environmental technologies companies in expanding their exports;
- identifying priority environmental technologies, products, services, and markets with high immediate returns for U.S. exports, as well as emerging technologies, products, services and markets with a longer-term potential for U.S. exports;
- how to increase private sector awareness and effective use of Federal export promotion programs, and how Government programs may be more efficiently designed and coordinated;
- the development of complementary industry and trade association export promotion programs, and greater or more effective resource allocation for export promotion in the private sector; and
- how the Federal Government can develop programs to encourage producers of

environmental technologies, products, and services to enter new foreign markets, in connection with which the Committee may advise on how to gather, disseminate, and promote awareness of information on environmental exports and related trade issues.

MEMBERS AND COMMITTEE OFFICERS

1. The Committee shall consist of approximately 35 members appointed by the Secretary of Commerce. Members shall represent companies and organizations from a broad range of products/services sectors, company sizes and geographic locations, and shall be drawn from large, medium and small environmental manufacturing and services companies, trade associations, and private sector organizations involved in the promotion of exports of environmental products and services; except that, pursuant to 15 U.S.C. § 2748 (c)(2), the Secretary shall appoint to the Committee at least one individual representing each of the following:

- environmental businesses, including small businesses;
- trade associations in the environmental sector;
- private sector organizations involved in the international trade of environmental products and services, including products that comply with U. S. environmental, safety, and related requirements;
- states (as defined in 15 U.S.C. 4721(j)(5)) and associations representing states; and
- other appropriate, interested members of the public, including labor representatives.

Members shall serve in a representative capacity, representing the views and interests of a U.S. entity or organization, as well as their particular business sector.

2. Eligibility: Each member of the Committee must be a U.S. citizen, and not registered as a foreign agent under the Foreign Agents Registration Act.

3. Recruitment: Opportunities for committee membership will be publicized through publication of an announcement of vacancies in the Federal Register and posting of an announcement of vacancies on an appropriate Commerce Department/ITA World Wide Web site. Other means of recruitment that may be used, as appropriate, include:

- notification to International Trade Administration bureaus and field offices;
- notification to relevant trade associations; and
- notification to particular interested parties that fit the membership criteria.

4. Selection criteria: Members of the Committee will be selected, in accordance with applicable Department of Commerce guidance, based on their ability to carry out the objectives of the Committee as set forth above, and in a manner that ensures that the Committee is balanced in terms of points of view, industrial sub-sector, demographics, geography, and company size.

5. Tenure: Members shall serve at the pleasure of the Secretary from the date of appointment to the Committee to the date on which the Committee's charter terminates (normally, a two-year

term). The Secretary may, in his/her discretion, reappoint any member to an additional term or terms, provided that the member proves to work effectively in the Committee and his/her expertise is still needed.

6. Chair and Vice Chair: The Secretary shall appoint the Committee Chair and Vice Chair from selections made by the members. The Chair and Vice Chair will serve at the pleasure of the Secretary. The Assistant Secretary of Commerce for Manufacturing and Services shall designate the Committee's Executive Director.

7. The Assistant Secretary of Manufacturing and Services shall also designate a Designated Federal Officer (DFO) from among the employees of the Office of Energy and Environmental Industries. The members of the TPCC/ETWG may participate in an ex-officio, non-voting capacity.

8. The Secretary may appoint new or replacement members as necessary according to the membership criteria listed above.

9. Members will complete all security reviews.

ADMINISTRATIVE PROVISIONS

1. The Committee shall report to the TPCC/ETWG through the Chair of the working group. The Committee, through the Secretary of Commerce, and at his/her request, may provide recommendations to other officials of the Executive Branch consistent with the objectives and duties of the Committee.

2. The Committee shall, to the extent practicable, meet approximately three times a year. Additional meetings may be called at the discretion of the Assistant Secretary for Manufacturing and Services or his/her designee. The Committee may hold consultations for fact finding, information gathering, and briefing purposes; establish such subcommittees or working groups from among its members as may be necessary; and produce reports. All activities and subcommittees shall be subject to the provisions of the Federal Advisory Committee Act and the Department of Commerce Committee Management Handbook.

3. The Office of Energy & Environmental Industries shall provide staff support for the Committee and shall maintain all files mandated by the Federal Advisory Committee Act and the Department's policies on advisory committee management.

4. The estimated annual operating cost of the Committee is approximately \$63,000-\$68,000, which includes one person/year of staff support.

5. Members of the Committee will not be compensated for their services or reimbursed for their travel expenses.

6. The Committee will function solely as an advisory body, and in compliance with the provisions of the Federal Advisory Committee Act and applicable Department of Commerce

policies. However, nothing in this Charter shall prohibit members from engaging in liaison and outreach activities in their individual capacities.

DURATION

This charter shall terminate two years from the date of the filing of this charter with the appropriate U.S. Senate and House of Representatives Oversight Committees unless earlier terminated or renewed by proper authority.

Otto J. Wolff
Chief Financial Officer and
Assistant Secretary for Administration

Date